SCA Workbook - Developer Manual

Introduction

The state / county allocations (SCA) workbook contains a suite of visual basic macros (VBA) for enhanced functionality. The workbook can be revised or updated without understanding these macros, as long as the developer:

- o has a detailed understanding of the state / county allocation process, and

- o follows the guidelines and rules below.

For technical questions about the SCA workbook, its structure and programming

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Required elements in the SCA workbook

To operate correctly, the SCA workbook needs:

- o Macros enabled (for the buttons and hotkeys to work).
- o A directory on the internet (where the SCA workbook can be downloaded by the agencies and various forms and instructions are stored).
- o A directory on the developer's H drive (for data import and testing).
- o A directory on the WorkWeb (optional – for internet testing).
- o Various library files (forms and instructions).

- o Some named ranges in the workbook.
- o Some hidden tabs in the workbook.
- o Some hotkeys. (Key combinations that activate VBA macros.)

 Using the instructions below, developers can:

- o update the SCA workbook for a new calendar year,
- o modify the title,
- o import profile allocations and change amounts,
- o add or delete columns and rows,
- o add, delete or change hyperlinks, and
- o modify the workbook's instructions

while preserving the required elements and maintaining full functionality.

SCA workbook tabs

The SCA workbook has four tabs:

1. Allocations. The allocation spreadsheet. It is the only tab that is visible.
2. Defaults. A hidden tab --- explained in more detail below.
3. WorkArea. A hidden tab --- where VBA macros perform calculations.
4. Hyperlinks. A hidden tab --- where VBA manages and stores hyperlinks.

Deleting or renaming these tabs is not allowed and will render the workbook inoperative.

The Defaults tab

Important settings and parameters are stored in the Defaults tab, such as library filenames and paths. The Defaults tab is normally hidden.

- o Use the hotkey combination [CTRL][d] to toggle between the Allocations tab and the Defaults tab. (Think *d* for defaults.)
- o Used within the Defaults tab --- [CTRL][d] activates the Allocations tab and hides the Defaults tab.
- o Used within the Allocations tab --- [CTRL][d] unhides and activates the Defaults tab. (See below.)

The tan option buttons on the Defaults tab provide three choices for the workbook location and directory structure. Selecting one unselects the other two.


Must be selected for the SCA Workbook to operate correctly on the internet. **Verify that this option is selected before publishing**.

Can be selected for testing and development purposes. The developer menu becomes available in this mode and allocations can be imported from pre-packets without keying. (See importing pre-packets, below.)

Is for WorkWeb testing by the programmer and can be ignored by developers.

Changing defaults
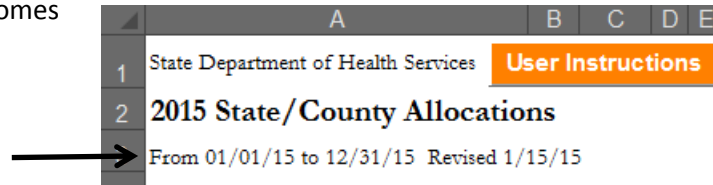
The white cells in the Defaults tab can be changed by developers.

- o NetDir: changes the path to the internet directory.
- o CalendarYr: changes the calendar year of the allocation and becomes part of the title.
    - − For example, if 2015 is entered in the CalendarYr cell on the Defaults tab, the workbook title automatically becomes
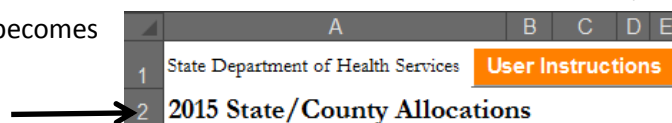
- o Version: text to appear at the end of the second title line.
  - – For example, if Revised 1/1/15 is entered in the Version cell, the second line of the title automatically becomes

- o (NetDir, CalendarYr and Version are the range names of the white cells --- used by the VBA macros. Range names must not be changed or deleted.)

The other filenames and locations on the Defaults tab are formulas linked to the selected option button. When a different option button is selected, these cells change. (Try it.)

Outside of the white cells, the Defaults tab is mostly locked to prevent inadvertent changes. Unprotecting the Defaults tab will allow modifications to non-white cells. Since mistakes can render the workbook inoperable, that should only be attempted by sophisticated developers.

Named ranges in the SCA workbook

The Defaults tab has about 20 named ranges, which are used by VBA macros. These range names must not be deleted or changed.

The Allocations tab has about 8 named ranges. Rows and columns can be added or deleted, as long as these range names aren't compromised.

Adding and deleting columns and rows

Columns and rows can be added or deleted on the Allocations tab --- *as long as the changes are made within the data areas*.

For example:

- o A county or agency can be added or deleted by adding or deleting a row.
  - – But the title rows and header rows above the data must not be deleted.

Must not be deleted.
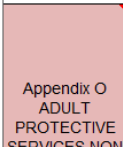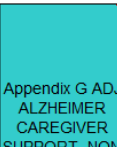

– And towards the bottom, the SUBTOTAL row (and blank row below) and the TOTAL row must not be deleted.

Must not be deleted.

o Columns can be added or deleted, such as profiles, subtotals, other formulas and allocations.
  – But columns to the left of the data must not be deleted.

Must not be deleted.

- And the TOTALS column at the right of the data must not be deleted.

Profile numbers

If a column contains data for a numbered CARS profile:

o The number must be in the profile number row (beneath the profile name).
o If a column does not contain data for a numbered CARS profile, it must not have a number in that row.

Not a numbered CARS profile

Profile number row